

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 09-88

OPEN TO: Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Operations Supervisor

OPENING DATE: November 5, 2009

CLOSING DATE: November 18, 2009

WORK HOURS: Full Time (40 hours per week)

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-05 is confirmed by Washington)

*Ordinarily Resident: JD 11,957 p.a. (Starting salary) (Position Grade: FSN-9)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking individual for the position of Operations Supervisor in the Anti Terrorism Training Assistant Office (ATA).

BASIC FUNCTION OF POSITION

The position is assigned responsibilities for duties that are integral to the ATA program; they include: (1) supervises operational, fiscal, and training program coordination of ATA activities in-country; (2) provides liaison with high-level government officials of the host country, in-line with program goals and requirements of the Resident Program Manager (RPM); (3) manages the hiring process and human resource responsibilities of interpreters/support assistant and assistant logistician contractors; monitors interpreter

performance in translation and interpretation duties; (4) supervises the incoming and outbound ATA travel, in-country lodging requirements, and in-country surface transportation requirements; (5) monitors and reports to the RPM regarding issues that affect the efficiency and effectiveness of ATA in-country program; and (6) assists with ATA in-country logistical requirements.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A minimum bachelor degree in political science, public administration or business administration is required.
2. One year and six months experience in total management, to include procurement and budget, human resources, and supervision is required. Program management experience must include work with simultaneous interpreters, police or military training programs, ability to learn Government of Jordan protocols, managing activities of high-level government supervisory and administrative staff is required. A minimum of 1 year and six months of ATA program experience is required.
3. This position requires a Level 4, fluent ability to read, write, speak and understand Arabic of Middle East dialect, and to have a Level 4, fluent ability to read, write, speak and understand English language. The position requires at least a 7.0 writing and speaking English, with an overall score of 6.5 or equivalent score on the ILETS or an equivalent language examination.
4. Limited knowledge of forms, formatting of correspondence and memoranda, financial records formats, training schedule format, individuals is required. This position requires knowledge regarding training methodology, public administration, law enforcement responsibilities and operational activities; should have a general awareness of the U.S. Department of State's role in world affairs and ATA responsibilities in antiterrorism efforts. Shall have knowledge of medical disease/disabilities and medical terminology.
5. Ability to supervise others. Shall have significant skills in the use of MS Office, MS PowerPoint, MS Excel, and MS Access. Able to operate fax and digital sender machines. Shall possess a valid driver license. Shall be of good moral character. Shall have good customer service skills. Shall have the ability to simultaneous and consecutive interpret high-level discussions/presentations. Skill in using Ariba procurement software and ordering supplies from the the GSO system. Ability to pass an Embassy and JIPTC security clearances.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. Successful candidate must be able to obtain the required security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; PLUS
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

FAX: 593-1598

Applications may be submitted electronically thru AmmanEmployment@state.gov.

DEFINITIONS

1. U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3-1 paragraph one who is at least age 18;
2. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
3. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
4. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: November 18, 2009

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.